



City of Phoenix

PROCEDURE FOR OBTAINING A CERTIFICATE OF OCCUPANCY CHARTER SCHOOLS

1. The applicant will receive a Certificate of Occupancy (C of O) application form when the building permit is issued. The top of this form is to be completed and posted on site.
2. Call the Development Services Department at 602-262-6981 to request all necessary inspections. (The State Fire Marshal will conduct all fire code related inspections.)
3. Each inspector will sign the C of O form when their discipline passes final inspection.
4. After all final inspection approvals have been obtained, including the fire inspection through the State Fire Marshal's office, the building may be occupied. The owner or a representative will receive a formal C of O through the mail. If a C of O is not received within two weeks of final approval, contact Building Safety Records at 602-262-7800.

A conditional C of O can be issued if there are outstanding issues not related to life safety. After all inspections have been made, inspectors may agree that the building can be occupied while conditions are being met. The conditional C of O is valid for a maximum of 180 days. If conditions are not met, the City may revoke occupancy, utility clearances, and project inspections. The fee for a Conditional C of O is \$530 and is paid at the Development Service Department Cashier Counter at 200 W. Washington, second floor.